



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:  
COMNAVREG MIDLANT  
INST 5720.23  
Code 00PA  
12 JAN 2001

### COMNAVREG MIDLANT INSTRUCTION 5720.23

Subj: COMNAVREG MIDLANT SPEAKERS BUREAU

Ref: (a) SECNAVINST 5720.44 Series

1. Purpose. To provide for the continued operation of the COMNAVREG MIDLANT Speakers Bureau in accordance with reference (a).

2. Cancellation. COMNAVBASENORVAINST 5720.23E.

3. Background

a. One of the best methods of informing the local community about the Navy's impact in the region is with a dynamic speaking program. The wealth of professional, fraternal, social and youth organizations in Hampton Roads and throughout the Commander, Navy Region, Mid-Atlantic area affords the Navy an ideal opportunity to tell the Navy story. The COMNAVREG MIDLANT Speakers Bureau was established with the intent of augmenting command speaking programs and to offer the community an additional source of Navy speakers.

b. COMNAVREG MIDLANT Public Affairs is responsible for administering the Speakers Bureau.

4. Information

a. Eligibility. Military and civilian personnel employed by the Department of the Navy, as well as reserve and retired naval personnel, are encouraged to draw upon their knowledge and resources and become Speakers Bureau members. Speakers Bureau members must be reasonably well-informed about the Navy in general and knowledgeable in their subject area; their presentations should be interesting and colorful.

b. Topics. Topics are individually developed by each Bureau member. Topics need not necessarily be job-related. Some areas of particular interest might be: growing naval commitments with diminishing resources; Navy career opportunities for men and women; Navy environmental program and current initiatives; or any other specific topic of interest to the Bureau member or community.

c. Speeches. Proposed speeches are to be filed with the Speakers Bureau prior to presentation.

12 JAN 2001

5. Action

a. Disseminate information about the COMNAVREG MIDLANT Speakers Bureau throughout the command.

(1) Canvass assigned personnel to locate qualified Navy speakers.

(2) Provide COMNAVREG MIDLANT Public Affairs Office the names of such interested persons and appropriate topic(s). This list should be updated periodically as personnel changes occur.

b. COMNAVREG MIDLANT Public Affairs Office will:

(1) Administer the COMNAVREG MIDLANT Speakers Bureau and maintain a master roster of members and their individual speech topics.

(2) Solicit speaking engagements and fill requests for speakers, as appropriate.

(3) Maintain liaison with the Office of Information, Department of the Navy and other Federal activities concerning current speech activities and policies.

6. Point of Contact. COMNAVREG MIDLANT Public Affairs Office, (757) 322-2853.



S. E. BARKER  
Chief of Staff

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